

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6940	Effective Date: March 18, 2001	Index Reference: Appraisal Methods	Regulation Number: 3.11
Issuing Bureau: Human Resource Services	Rule Reference: Rule 3-1 (Examinations)		Replaces: Regs. 3.16 and 3.17 (CS-6913, March 17, 2000)
Subject: WRITTEN, ELECTRONIC, AND OTHER APPRAISAL METHOD ADMINISTRATION			

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1. PURPOSE

This regulation defines the standards governing the application, administration, and scoring of Department of Civil Service written, electronic and other appraisal methods to establish standards for workforce need appraisals.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Rule 3-1 Examinations

3-1.1 Authority

The department of civil service shall prepare or approve examinations for all classified positions. Examinations are referred to as appraisal methods in these rules.

3-1.2 Content and Method

Appraisal methods must assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department of civil service may use another organization's appraisal results.

3-1.3 Application

The department of civil service shall establish procedures for persons seeking positions in the classified service.

3-1.4 Reasonable Accommodations

The department of civil service shall make reasonable accommodations in its application and appraisal process for a person with a disability who makes a reasonable request for accommodation in advance. The department of civil service may offer an alternative evaluation method for a person with a disability if the person is unable to participate in the regular appraisal process. The department of civil service is not required to make an accommodation that would cause undue hardship.

3-1.5 Integrity of Process

To be considered for appraisal or appointment, an applicant shall comply with the established procedures and processes.

(a) Prohibited Practices. *During the application, appraisal, or appointment process, a person shall not do any of the following:*

- (1)** *Make any false statement or omissions of a material fact.*
- (2)** *Misrepresent education or experience.*
- (3)** *Engage in deception or fraud.*
- (4)** *Cheat.*
- (5)** *Compromise the integrity of the appraisal process.*
- (6)** *Violate rule 2-7 [Drug and Alcohol Testing].*

(b) **Sanctions.** *If the department of civil service finds that an applicant has engaged in any prohibited act, the department may do any of the following:*

- (1) *Cancel or limit the applicant's eligibility for state employment.*
- (2) *Require the separation of the applicant from state employment.*
- (3) *Impose any other or additional sanction that is appropriate.*

3. DEFINITIONS

A. Civil Service Commission Rule Definition

1. **Applicant pool** *means a group of applicants whom the department of civil service has determined to be qualified.*

B. Additional Definition Used in This Regulation

1. **State employee applicant** means the following individuals, who are considered state employees for written, electronic, and other appraisal methods and applicant pool purposes:
 - a. Those presently employed on a career or noncareer basis.
 - b. Employees on layoff from a classified position.
 - c. Employees on a leave of absence whose rights to return to active employment are guaranteed.
 - d. Individuals currently in the disability retirement program or Return to Work Program.
 - e. Individuals appointed to executive branch unclassified positions.
 - f. Employees and members of the state legislature and judiciary.
 - g. Special personal services employees.

4. STANDARDS

A. Notice

1. The Department of Civil Service shall establish procedures for persons seeking positions in the classified service.
 - a. The written, electronic, and other appraisal method procedures must include appraisal method numbers and titles, and anticipated appraisal dates.
 - b. Written, electronic, and other appraisals open to the general public are identified in the appraisal method procedures.
2. An appraisal method announcement must be published for each appraisal method listed in the procedures and contain information specific to the appraisal, including the application procedure and the retake policy.

B. Eligibility

1. Applications will be accepted consistent with work force needs for all written, electronic, and other appraisal methods.
2. Applicants are not scheduled to take written, electronic, or other appraisals for classifications for which they already possess passing scores.

NOTE: If the applicant pools are being replaced as a result of modification to an existing written, electronic, or other appraisal method or a newly developed appraisal method, persons in the existing applicant pool must be notified of the need to participate in the new appraisal method.

3. An applicant must fulfill the requirements for at least one classification covered by the appraisal method on the date their credentials are reviewed by the Department of Civil Service to be scheduled for the written, electronic, or other appraisal.
4. Applicants may take a specific written or electronic appraisal as often as permitted for that appraisal method. Retake time frames for specific appraisals are addressed in the appraisal announcement.

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5. Applicants who are determined to be ineligible for a written, electronic, or other appraisal may appeal that determination, as provided in regulation 8.02, Technical Classification and Qualification Complaints.

C. Appraisal Administration

1. Application, administration, and scoring processes for all applicants must be in conformance with established internal procedures.
2. If scheduled for a written, electronic, or other appraisal, applicants may request an alternate appraisal date for reasons of emergency or unalterable prior commitments. Requests must be submitted in writing, to the Department of Civil Service.
3. Persons with disabilities needing an accommodation to participate in a written, electronic, or other appraisal process may submit a written request indicating the type of accommodation needed and the specific appraisal desired. The request must be made before the appraisal administration. The Department of Civil Service component coordinator shall approve or deny the accommodation request. Some disabilities may preclude participation in the written, electronic, or other appraisal process, with or without reasonable accommodation. These applicants may be eligible for the Twelve-month Trial Appointment Process for Persons with Disabilities in regulation 3.05.

D. Workforce Need Appraisals

1. A request for a workforce need appraisal must include one, or any combination, of the following criteria:
 - a. Geographic inadequacy of applicant pool.
 - b. Change of program priorities.
 - c. New program or service initiatives.
 - d. Employee turnover or retirements.
 - e. Reorganizations.
 - f. Applicant pool under-representation.
 - g. Any other reason approved by the Department of Civil Service.

2. Requests must be made by the department human resource offices and must specify the criterion (geographic list inadequacy or workforce supplementation) under which the requests are being made.
3. An immediate workforce need must be demonstrated.
4. A workforce need appraisal may not be approved if a regularly scheduled administration will take place within 28 calendar days. If it is feasible and appropriate, applicants may be added to the appraisal in process.
5. Applicants scheduled for workforce need appraisal cannot request to be rescheduled for the appraisal, unless they are otherwise eligible to take the next administration.
6. Applicants are placed in applicant pools for all classifications in the appraisal component for which they qualify.
7. If a workforce need appraisal is approved, the requesting department may assist the Department of Civil Service in the following:
 - a. Identifying potential applicants of the proposed appraisal.
 - b. Gathering Classified Civil Service Application forms (CS-102) and any other required documents from interested applicants and submitting them to the Department of Civil Service agency liaison by a mutually agreed-upon date.
8. The Department of Civil Service will expedite the processing of workforce need appraisals.

E. Removal from Appraisal Process

1. Applicants may be removed from the written, electronic, or other appraisal process for any of the reasons specified in rule 3-1.5.
2. The Department of Civil Service shall enforce appraisal integrity and apply sanctions as a result of violations, in accordance with rule 3-1.5 and applicable regulations.

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS-BHRS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.